

VACANCY ANNOUNCEMENT

(Announcement Number: 12-06)

The American Embassy in Kathmandu is seeking an individual for the position of Regional English Language Program Specialist.

OPEN TO: All Interested Candidates

POSITION: Regional English Language Program Specialist

OPENING DATE: March 8, 2012

CLOSING DATE: March 22, 2012

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

Under the general supervision of the Regional English Language Officer, the incumbent develops and implements projects designed to promote and improve the teaching of English in Nepal and in the region. The incumbent works closely with various educational institutions, English teaching-related associations, and teachers region-wide in organizing and facilitating English language training programs. The incumbent provides administrative support to the Regional English Language Officer in delivering English language training programs and projects.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of master's degree in applied linguistics, teaching English or education is required.
2. At least four years of progressive responsible experience in teaching English as a second language with experience in teacher training is required. One year of experience in organizing events/conferences or administrative experience is required.
3. Level IV (Fluent) speaking/reading/writing English is required. Level IV (Fluent) speaking/reading/writing Nepali is required.
4. Thorough knowledge of the Nepali educational system, culture, and political institutions is required. Thorough knowledge of the English teaching profession in Nepal is required. Familiarity with the United States

government, social institutions, and education, as well as operation of Education and Cultural Affairs (ECA) exchange programs is required.

5. The ability to use various Windows-based computer applications such as MS Outlook, MS Excel, and MS Word is required. Good interpersonal skills are required. Ability to develop and maintain working level contacts with government officials and English teaching professional institutions and teachers is required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website:
http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

**SUBMIT APPLICATION TO (Please clearly mark your envelope as
“Application for Regional English Language Program Specialist”)**

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

Or via Email: recruitktm@state.gov

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Also visit us at: http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html